

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC22-03**

**OPEN: 18 FEBURARY 2003**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: WAITER, NA-7420-03, Starting Salary \$7.60 per hour (Note – may also be eligible for shift differential plus tips)**

**LOCATION: Morale Welfare Recreation Fund, Top of the Bay (Aberdeen Area), Aberdeen Proving Ground, Maryland**

**TYPE OF APPOINTMENT: Flexible. No benefits offered.**

**AREA OF CONSIDERATION: Open to all interested candidates. Concurrent recruitment from all sources may result in this announcement not being used for a specific vacancy.**

**BRIEF DESCRIPTION OF DUTIES: Serves as a Waiter/Waitress in a dining room responsible for taking patron's orders and serving foods and alcoholic beverages and subsequent cleaning functions. Meals may consist of up to six or seven courses and may be accompanied by various wines. Incumbent must be able to intelligently plan and regulate service of numerous different meals while serving several tables simultaneously. Duties include the following: Discuss menu with superior and familiarizes self with menu. Secures clean linen and appropriate silverware, depending on the particular menu and food to be served and sets assigned tables by spreading clean linens and placing glasses, condiment holders and silver on table. Prepares side tables with silverware, ice and other extras, which may be required during the course of a meal. Receives guests and takes orders. Writes guests' orders, answers questions about food and beverages or makes suggestions, secures food from pantry or kitchen and places dishes by courses in front of each person. Following completion of meals gives checks to guests. Either receives immediate payment and takes to cashier or permits known club members to sign, check the amount being subsequently charged to his/her account. Removes soil dishes, silver and linen or requests bus boy/girl to do so.**

**QUALIFICATION REQUIREMENTS:**

- 1. Three (3) months of Waiter/Waitress experience.**
- 2. Ability to follow oral and written instructions and prepare checks for patrons.**
- 3. Demonstration of the following work behaviors is desirable: Courtesy and tact in serving patrons. Neatness and good grooming. Dependability. Clear speaking voice.**

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**Physical Requirements:** Must be physically able to stand, bend, walk and do moderate lifting for long periods of time. Must be able to hear the conversational voice.

### **CONDITIONS OF EMPLOYMENT:**

- 1. Direct Deposit:** As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
- 2. Appointment** subject to satisfactory completion of Pre-employment checks.
- 3. You must present your Social Security Card** when processed-in at the time of appointment.
- 4. You must complete DA Form 3433-1 (Supplemental Application Form)** when selected. Failure to satisfactorily meet these requirements may result in separation.

### **HOW TO APPLY:**

- 1. Submit completed DA Form 3433 (NAF Application) or resume.** You must indicate the vacancy announcement number in item 3 on DA Form 3433 or the upper right corner of your resume. Failure to clearly indicate the position for which you desire consideration may result in your not being considered.
- 2. Applicants must complete AMSSB-GCP Form 193 (Supplemental Form to Application for Nonappropriated Fund Employment – DA Form 3433).**
- 3. All applicants must complete a DA Form 3433-1 (Supplemental Application Form)** as a condition of employment when they are selected. You may elect to complete this form now or wait until a job offer is extended.
- 4. If PRIOR MILITARY,** to receive Veteran's Preference a copy of your DD214 must be attached which shows nature of discharge (copy number 4).
- 5. To receive SPOUSE EMPLOYMENT PREFERENCE,** you must furnish a copy of your spouse's PCS orders and complete the proper forms requesting preference (AMSSB-GCP Form 192). Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge's, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.
- 6. You must clearly reflect on your application/resume how you meet the qualification requirements.** Failure to provide the required length of experience or skills will result in your being rated ineligible and you will not be referred for job consideration. It is recommended your review the qualifications against your application/resume to insure you have documented your experience that pertains to the specific vacancy requirements.
- 7. Your application/resume will be considered for this specific open continuous vacancy announcement only.** This Open Continuous Announcement may be used to refer qualified applicants for referral each time a new request for referral is received. Your application will remain on file for one year from the date of receipt by the Nonappropriated Funds Civilian Personnel Office provided you are interested and available for employment. If you are contacted and you fail to reply or decline, your application is permanently removed from our files for further consideration for future vacancies. You may reapply in the event you become available at a later date. If you desire consideration for other vacancy

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**announcements, you must submit another application following the requirements that pertain to that announcement.**

**WHERE TO APPLY:** Applications may be submitted to the Nonappropriated Funds Civilian Personnel Office, Lower Level, Building 305 or mailed to: USA Garrison-APG CPAC, 2201 Aberdeen Boulevard, ATTN: AMSSB-GCP-N, Aberdeen Proving Ground, MD 21005-5001 or via e-mail to: [NAF@usag.apg.army.mil](mailto:NAF@usag.apg.army.mil). Telephone: 410-278-5126. Fax 410-278-0684 Note -If you fax or e-mail your application, please keep your original since it will be required for our records if you are appointed.

**EQUAL OPPORTUNITY:** Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization. Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify the servicing NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

**STATEMENT OF WHISTLEBLOWER PROTECTION:** Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

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